

KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION
STEP-PARENT PLACEMENT CHECKLIST

ATTORNEY: _____
TELEPHONE NO: _____

ATTORNEY: _____
TELEPHONE NO: _____

DOCUMENTS FILED:

- ☐ Petition for Adoption...PCA301 _____ Number Of Petitions
- ☐ Payment of Filing Fee
- ☐ Certified Copy of Birth Certificate
- ☐ Name on Request for State Police Report
- ☐ Certified Copy of Divorce OR ☐ Acknowledgment of Paternity OR ☐ Order of Filiation
 ☐ Other _____
- ☐ Notice to Prior Court of Proceedings...Mc28
- ☐ Motion for Immediate Confirmation (Item 12 on Petition)

OFI: _____
Consent: _____
OTR: _____

FEES:

- ☐ Verified Accounting, With Verified Itemization and Receipts (7 Days Prior to Formal Placement)
 To be submitted by:
 ☐ Petitioner(s)...PCA347 ☐ Attorney...PCA346
- ☐ Verified Accounting, With Verified Itemization and Receipts (21 Days Prior to Confirmation)
 To be submitted by:
 ☐ Petitioner(s)...PCA347 ☐ Attorney...PCA346
- ☐ Final Order Allowing Fees and Costs...PCA341 (21 Days Prior to Confirmation with Fees)

CONSENTS: (See MCR 5.754)

- ☐ Consent Packet To Caseworker _____

DATE SIGNED:

- | | |
|--|-------|
| <input type="checkbox"/> Mother...PCA308 | _____ |
| <input type="checkbox"/> Father...PCA308 | _____ |
| <input type="checkbox"/> 14 Or Older...PCA307 | _____ |
| <input type="checkbox"/> Proof of Service (PCA308, and/or PCA 307
and Release of Information)...JC12a | _____ |

CONTINUED ON REVERSE SIDE

REPORTS:

- ☐ Report of Investigation
- ☐ Supplemental Report Filed
- ☐ Other

DATE SIGNED:

Home Investigation
Parent(s) Consent
Adoptee Consent

- ☐ Approved
- ☐ Approved
- ☐ Approved

ORDERS PREPARED:

- ☐ Order of Investigation...PCA301 (Back of Petition)
- ☐ Home Investigation Packet to Caseworker
- ☐ Order Terminating Rights...PCA318 (one for each parent)
- ☐ Advice of Rights...PCA323
- ☐ Proof of Service JC12b (on consenting parents Re: Release of Information Handouts at time of Termination of Rights)...JC12
- ☐ Order Placing Child after Consent/Release...PCA320 (to petitioner)
- ☐ Notice to Adopting Parents Appeal/Rehearing...PCA325 (to petitioner)
- ☐ Proof of Service (on adoptive parents Re: PCA320 and 325 and Release of Information Handouts)...JC12a
- ☐ Notice of Proceedings to Friend of the Court, Prosecuting Attorney and Circuit Court Clerk* _____ County
- ☐ Order of Adoption...PCA321
- ☐ Application to Establish Michigan Birth Record mailed to _____
- ☐ Final Notice of Proceedings to Friend of the Court, Prosecuting Attorney and Circuit Court Clerk* _____ County
- ☐ Notice to Attorney at Confirmation*

**DATE ORDERS
SIGNED:**

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**DATE CERT.
COPY MAILED:**

